



OSU Extension Service-Lane County 4-H 2009-10 New/Returning 4-H Adult Volunteer Information



Please read thoroughly

The role of the 4-H adult volunteer is crucial to the success of a 4-H club. The adult is a guide, supporter, and helper for the youth in their club.

What are the expectations and roles of an adult 4-H leader/volunteer?

- ☘ To support and promote the mission of the Oregon 4-H Youth Development Program and Oregon State University Extension Service.
- ☘ To offer learning experiences where Lane County youth and adults can build a true sense of self esteem and discover positive futures.
- ☘ To communicate 4-H information, including due dates/deadlines, activities and opportunities to their members.
- ☘ You are a role model. Members and adults need to be aware of and follow 4-H rules/guidelines/deadlines. Teach and show responsibility (e.g. fill out all paperwork properly, meet deadlines, etc.). Rules/guidelines/deadlines are in place for a reason and there may be consequences for not following them (e.g. "late fair entry" means you will not qualify for state or special awards, etc.).

Helpful Hints:

- ☘ Get to know the youth in your 4-H club. Find out their needs, interests, and motivation.
- ☘ Set regular meetings with your club.
- ☘ Use a variety of teaching techniques (small group discussions, mini-lectures, games, "hands on" activities, field trips, role plays, guest speakers, etc.) with your club, so that all members stay interested.
- ☘ Be open to ideas and suggestions from the other adult leaders/volunteers, parents, and members. The 4-H club benefits when multiple resources are utilized.
- ☘ It is good to set boundaries for club members (in fact, they need them!). Help members understand the boundaries and why they are in place.
- ☘ Plan meetings and activities well in advance, and let parents and members know about them. Sending written information home with members is a good idea.
- ☘ It's ok to make mistakes! But it is even better to be able to own up to mistakes and be open to improving yourself! Everyone feels better when they know that trying new things and *learning* is the focus of the club, *not* winning.
- ☘ Have a sense of humor, be enthusiastic and make 4-H fun!

Information for you to share with the members' parent(s)/guardian(s):

- ☘ We are sharing the following information, as per one of the suggestions shared at a 4-H leaders meeting on July 9, 2009. This refers to the safety for 4-H participants as it relates to the location of the Lane County Health and Human Services Sex Offender Treatment Program (SOTP):
 - Please be advised that SOTP is located in the same building as the Oregon State University Extension Service - Lane County Office. The purpose of the SOTP is to promote community safety and prevent further sexual abuse through the treatment of sex offenders. For more information you go to http://www.co.lane.or.us/HHS_AlhDrug/SexOffender.htm. Their office hours are Monday – Friday with occasional evening group sessions.

Resources:

- ☘ OSU Extension Service-Lane County 4-H Youth Development Program; 950 W 13th Ave., Eugene, OR 97402; Mon-Thurs; 10 a.m.-1 p.m. and 2-5 p.m.; 541-682-4243;
<http://extension.oregonstate.edu/lane/4h>.
- ☘ OSU Extension Service State 4-H Youth Development; <http://oregon.4h.oregonstate.edu/>.



S:\4H\New Year Info\2009-10\Roles Expectation Leader 09-10.docx

Agriculture, 4-H Youth, Family & Community Development, Forestry, and Extension Sea Grant Programs. Oregon State University, United States Department of Agriculture, and Lane County cooperating. The Extension Service offers its programs and materials equally to all people.

Role/Committee/Project Codes

	ROLE CODES		
CC	Community Coordinator	423	Marine Science*
LC	Community Club Volunteer	431	Energy
PC	Project Club Volunteer	441	Forestry*
AL	Activity Volunteer	442	Range Science/Native Plants
RL	Resource Volunteer	443	Wildlife
ET	Teacher (School Enrichment)	451	Outdoor Education/Recreation
SI	Special Interest Group Volunteer	452	Challenge
PO	Public Official	460	Shotgun*
SC	SACC Contact	461	Archery*
SP	School Principal/Contact	462	Rifle*
CS	Camp Staff	463	Pistol*
DS	Donor/Supporter	503	Nutrition and Health
	COMMITTEE CODES		OFNEP
AC	Auction Committee	511	Foods and Nutrition*
AMC	Ambassador Committee	512	Food Preservation*
CC	Computer Committee	513	EFNEP*
CPC	Camp Committee	520	Health
DC	Dog Committee	521	Fitness and Sports
EAC	Expressive Arts Committee	522	First Aid/CPR
ERC	Expansion and Review Committee	523	Vision Education
FC	Fair Committee	531	Safety
FRC	Fashion Revue Committee	532	Tractor/Machinery Certification*
HC	Horse Committee	533	Search and Rescue
HEC	Home Economics Committee	534	Bicycle Safety*
HOC	Horticulture Committee	535	Auto Safety
IC	International Committee	536	ATV Safety
K3A	K-3 Cloverbuds Committee	611	Personal Development and Leadership
LC	Livestock Committee	612	Career Exploration
LEC	Leaders Executive Committee	620	Economics, Business & Marketing
MSC	Mechanical Science Committee	623	Leadership Development
NSC	Natural Science Committee	631	4-H Ambassador
OC1	Other 1 List	641	Camp Counselor
ODC	Outdoor Challenge Committee	651	Leisure Education
OYT	Older Youth/Teen Committee		Hobbies and Collections
RC	Recruitment Committee	710	Plants and Animals
RGC	Recognition Committee	711	Agriculture in the classroom
SAC	Small Animal committee	712	Crops
UC	Urban Committee	713	Gardening, Vegetables & Herbs*
VPC	Visibility and Promotion Committee	714	Gardening, Flowers & Ornamentals*
	PROJECT CODES		House Plants
	Citizenship and Civic Education		Ornamental Horticulture
110	Citizenship*	715	Container Gardening
120	Cultural Education	716	Beef*
130	World Citizenship/International Programs	721	Poultry*
	Communications and Expressive Arts		Pigeons*
211	Public Speaking*	741	Dairy Cattle*
212	Creative Writing	751	Horse and Pony*
221	Clowning	761	Rabbits*
222	Dance	762	Cavies*
223	Drama	763	Dogs*
224	Music	764	Guide Dogs
231	Art*	765	Cats
235	Ceramics*	766	Small Animals*
236	Cake Decorating	771	Sheep*
237	Art - Rubberstamping	781	Swine*
241	Photography*	791	Goats – Dairy*
242	Graphic Arts	792	Goats – Angora
251	Leather Craft*	793	Goats – Pygmy*
261	Fiber Arts*	795	Goats – Meat
	Consumer and Family Sciences		Llamas
310	Child Care/Development*	813	Science and Technology
311	Babysitting*	821	Science and Technology Literacy
320	Clothing and Textiles*	822	Entomology*
330	Consumer Education	831	Bee Keeping
340	Home Environment*	841	Veterinary Science*
350	Parenting and Family Life	851	Renewable Energy
360	Knitting*	852	Aerospace/Aeronautics
370	Crocheting*	860	Rocketry
	Natural Sciences		GPS/GIS/Geography
410	Project WILD*	861	Computer
411	Environmental Stewardship*	862	Electricity/Electronics*
412	Wildlife Stewards*	863	Robotics/Lego
413	Water Quality/Watershed Education*	871	Wood Science*/Wood Working
414	Sportfishing & Aquatic Education*	881	Tractors and Equipment*
421	Geology*	882	Small Engines
422	Weather	911	Cloverbuds-K 3 Programs
			4-H Cloverbuds

*statewide curriculum available



4-H ADULT VOLUNTEER ENROLLMENT FORM

Oregon State University Extension Service—Lane County

Name _____ (_____)
Last First Middle Initial Preferred Name

4-H ID _____ Date of Birth ____/____/____ Email _____

Email newsletter? Yes No Check here if you do not want to be contacted by National 4-H Council

Phone Information	Area Code	Number	Extension
Home	()		
Mobile	()		
Other-Specify _____	()		

Mailing Address _____ City _____

State _____ Zip _____ Township/Community _____ Years at this address _____

Accommodations: OSU and the 4-H Youth Development Program do not discriminate against otherwise qualified participants with disabilities on the basis of disability. Are there any accommodations that you are requesting for yourself in order to participate in the 4-H Youth Development Program?

Yes No If yes, please describe _____

Years in 4-H (include this year) _____ Serving in the Military? Yes No Level of Education _____

Ethnicity: Not Hispanic Hispanic **Gender:** Female Male

Residence: Farm Towns < 10,000 Town > 10,000 Suburb > 50,000 City > 50,000

Racial Group: White Black/African American American Indian/ Alaskan Native Asian Hawaiian/Pacific

Club Name: _____

Role(s) _____ Committee(s) _____
(see role/committee/project codes page) (see role/committee/project codes page)

Description of Projects You Lead—Code and Description required. (See role/committee/project codes page.)

Code	Description (if you need more space, use separate sheet of paper)

The purpose of the Adult 4-H Volunteer Expectations is to promote the safety and well-being of all Oregon State University Extension 4-H program participants. The opportunity to represent OSU Extension and work with 4-H youth is a privileged role to be held by those who are willing to agree to behaviors that fulfill this trust. So, in my role, I agree to:

1. Represent the educational mission of 4-H and comply with the equal opportunity and anti-discrimination policies. *(4-H programs are accessible without regard to race, color, religion, gender, sexual preference, national origin, age, marital status, disability or veteran status.)*
2. Obey all laws of the federal, state, and local government. Follow guidelines implemented for specific county, state, and national 4-H programs.
3. Establish and maintain safe environments for all participants. Act responsibly to protect participants.
4. Treat others courteously, exhibit good sportsmanship, and be a positive role model for youth.
5. Accept support and/or supervision from Extension program staff or their representatives.
6. Provide for physical needs of participants during programs. Not withhold necessities nor use physical punishment. Recognize that verbal, emotional, or physical mistreatment is unacceptable within or outside the program. Report suspected abuse to protect those who cannot protect themselves.
7. Handle equipment and machinery in a safe and responsible manner. Operate vehicles only with a valid operator's license and the legally required insurance coverage.
8. Handle fundraising and finances in an ethical manner, and in accordance with federal regulations. *(Fundraising activities must be approved by Extension staff; funds need to be expended for educational purposes; and should not reside in private bank accounts.)*
9. Do not consume alcohol, or be under its influence, while responsible for 4-H programs or youth.
10. Provide appropriate, humane care and treatment for animals. Teach youth to do the same.

I have read, understand and agree to the OSU Extension 4-H Adult 4-H Volunteer Expectations above. I understand and agree that any action on my part that contradicts any portion of these expectations may be grounds for non-acceptance, suspension, or termination of my volunteer role with OSU 4-H Youth Development programs.

Yes No I give permission to use my name, hometown, image and/or voice on videotape, audiotape, film, photograph, or in any other medium, including the World Wide Web for educational, promotional, or fundraising purposes.

Signature _____

Date _____

OFFICIAL 4-H HEALTH FORM

Rev. 9-09

County _____

Type of activity: county/area state regional national (check one)

Name of event/activity _____

Participant's Name: _____
Last First M.I.

Address: _____
Street Address

City State Zip Code

Participant is: Adult Youth Male Female _____
Grade Birth Date Home phone

Emergency Contact: _____
Name Relationship

Daytime phone Evening phone

Cell phone Other

Health Statement (to be completed by parent, physician or adult participant)

Is the participant currently under medical treatment? (describe)	Yes	No	Does the participant have any history of respiratory illness? (describe)	Yes	No
Is the participant diabetic?	Yes	No	Is the participant subject to seizures of any kind?	Yes	No
Date of last tetanus shot?					
Is there any medical condition (heart condition, etc.) or malformation now existing that may require treatment or affect the participant's participation in this program?				Yes	No
Has the participant had recent surgical operations or accidents or been exposed to infectious disease within the last two weeks? (Please bring notification to the activity if this changes prior to the event.)				Yes	No
Does the participant have any allergies or dietary restrictions? If yes, please describe:				Yes	No
Name of all medications:					
Name and phone number of physician:					

Accommodations*: OSU and the 4-H Youth Development Program do not discriminate against otherwise qualified participants with disabilities on the basis of disability. Are there any accommodations that you are requesting for yourself or your child in order to participate in the 4-H Youth Development Program?

Yes _____ No _____ If yes, please describe: _____

*Accommodations may include: speech, hearing or vision impairments that may effect participation, behavior disorders or emotional disturbances or abnormally severe moodiness, sleepwalking, the ability to carry heavy objects, and/or participate in strenuous travel or physical labor.

As parent or guardian, if my child needs medical attention, I understand every effort will be made to contact me. I hereby give permission to the medical personnel selected by the person in charge of the 4-H event to order x-rays, routine tests, treatment, release any records necessary, and to provide or arrange necessary related transportation for the person named on this form. I hereby give permission to the physician selected by the person in charge of the 4-H event to hospitalize, secure emergency treatment for, to order injection, anesthesia, and/or surgery for me or my child as named on this form. I will assume all financial obligations incurred if not covered by insurance.

Signature of Parent/Guardian or Adult participant_____
Date

OREGON 4-H YOUTH DEVELOPMENT PROGRAM
CODE OF CONDUCT revised 9 -09

The mission of 4-H is to teach subject matter and life skills through a process that helps young people meet key developmental needs. To do this, 4-H must create an environment that is conducive to learning and growth. Consequently, 4-H requires that members and adults adhere to certain standards of behavior and conduct as they participate in 4-H. The following are expected of all members and adults.

Members and adults must demonstrate a commitment to the vision, mission, and core values of the Oregon 4-H Youth Development Program. Actions not in the best interest of 4-H will not be tolerated.

Show respect and courtesy to other youth, adults, volunteers, and Extension faculty and staff.

Use language that is appropriate and respectful of others. No swearing is allowed.

No harassment, bullying or hazing, discriminatory language, roughhousing, or insubordination will be tolerated.

All members and adults are expected to abide by Federal, state and local laws. They are also expected to abide by policies and guidelines of the Oregon State University, OSU Cooperative Extension Service, and the Oregon 4-H Youth Development Program.

Members and adults are expected to know and follow rules established for specific events and are expected to attend all parts of a planned program. Members and adults should inform those in charge if they are not feeling well or have a schedule conflict.

Participants in 4-H activities or events are not to leave the assigned program area (campsite, campus, cabins, or dormitories) at any time without written permission from the person in charge except when movement to another location is a part of the planned program.

Members and adults must dress appropriately for the occasion. Many times, dress codes describe what is considered acceptable attire for a specific event or activity.

Members and adults are expected to treat animals humanely and provide appropriate animal care.

Youth and adults old enough to legally operate motor vehicles (including machines and equipment) may do so only with a valid operator's license, and the legally required insurance coverage. Members must have both authorization from the 4-H staff member in charge of the event and parental permission to drive to out-of-county events. Members and adults must operate vehicles in a safe and responsible manner. All passengers must wear seat belts.

Members and adults must show respect for the property and facilities used during an event or activity and will assume responsibility for any damage they cause.

During overnight activities, members and adults are expected to observe hours designated to be in the rooms provided. Boys are not allowed in areas designated for "girls only" nor are girls allowed in areas designated for "boys only."

Members will not use tobacco, alcohol, drugs (except those directed by a doctor) or fireworks or remain in the immediate area where these are being used. Members and adults may only handle firearms in secured, designated areas under the direct supervision of a trained 4-H Shooting Sports leader.

4-H events encourage interaction among peers, but not exclusively with another person. Kissing and other sexual displays of personal affection distract from the group and are not appropriate behavior.

I have read and agree to the above Code of Conduct. I understand that violations may result in loss of eligibility to participate in current and/or future 4-H Youth Development events and activities or loss of membership privileges. Violations while participating in out-of-county events may result in the member being sent home at the expense of the parent or guardian.

_____ Date _____
Member Signature

_____ Date _____
Parent/Guardian Signature